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# the dental assistant



**Journal of the  
American Dental  
Assistants Association**

# AMERICAN DENTAL ASSISTANTS ASSOCIATION

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# the dental assistant



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## CONTENTS

President's Page—Sadie Hadley .....	42
Poem—"Lent"—Grace Noll Crowell .....	43
Helpful Hints for New Assistants— Dorothy Schroeder .....	44
Extra Duties of a Dental Assistant—Sully Giles..	48
Education of Dental Patients—Edith Smith .....	49
The Dental Assistant and The Child Patient— Katherine Carr .....	50
In the Lab—Editor's Scrapbook .....	52
Editorial—There's No Fun Like Work— Anne Kirkland .....	54
Picture—International Group of Dental Educators	57
Secretary's Corner—Mary L. Martin .....	58
Views of the News—Violet Crowley .....	60
Helpful Hints—Nedra E. Fleeger .....	71
Sample Recall Letters—Mary Ann Shockley ....	72
Good Pointers on Diamond Points— Florence Wagner .....	74
ADAA Committee Reports .....	75
Guide Lines—Blanche Pratt .....	76

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## PRESIDENT'S PAGE

What we call Luck is simply Pluck

And the doing things over and over;

Courage and will, PERSEVERANCE, and skill,

Are the four leaves of Luck's Clover.— Anon.

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### TIME MARCHES ON!

The first six months of the twenty-fourth year of the American Dental Assistants Association's existence as an Organization for the advancement and higher education for the dental assistant has closed, many of the projects which a short time ago, we considered things to be dreamed of for the future, have actually been put into operation and are functioning in a manner which is beyond our fondest hopes.

The members of your Certification Board have done an excellent job in settling the many questions which have arisen concerning the Educational Course and the rules for Certification; there are still many items that must be cleared up as they progress, and I again urge our members to be patient with them and in the very near future this will be a smooth running machine and they will have the answers to all the questions which have been pouring in to the Chairman and the Secretary-Treasurer of this Board.

The Committee which was appointed by the Board of Trustees to find a suitable location for our Central Office and the proper person to preside over it and serve as the Executive Secretary of the Organization, have completed their task as you have been informed through the pages of the January-February issue of the Journal.

Our latest and a most important project is the Job Analysis which has been undertaken under the Chairmanship of Mary Haney, 2210½ Military Avenue, Omaha, Nebraska, assisted by Margaret C. Sharp and Ottie Helms.

The purpose of the Questionnaire which has been compiled by this Committee and sent to all Presidents of State and Local Societies, is to assist your Officers in evaluating the job of the dental assistant and to compile pertinent information pertaining to the duties of dental assistants which will enable us to give more or less accurate answers to educators, such as high school principals and vocational guidance counselors who frequently write us for this information, also, it will help determine the number and scope of the duties of the dental assistant and provide a basis for an analysis of the specialized knowledge needed for training the assistant.

We need your cooperation in this effort to obtain the necessary information in respect to the variety of duties and responsibilities that are involved.

The Presidents of all State and Local Societies have been requested to gather this information for us by conducting a Question Period at a regular meeting, or by having copies of the Questionnaire mimeographed and sent to every member of their respective societies to be filled out and re-



turned to the Chairman of the Job Analysis Committee. If the President of your Local Society has not conducted the Question Period at one of your regular meetings and you have not received a copy of the Questionnaire, please get in touch with her and ascertain what action is to be taken in your particular society so that you may comply with the request of the Job Analysis Committee and furnish the desired information.

Sincerely yours,

Sadie L. Hadley,

President, A. D. A. A.

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## Lent

By Grace Noll Crowell

More than fasting, yea, and more  
than prayer,

Lent should mean much more to us  
than these,

More than a table set with meager  
fare;

More than long hours spent upon our  
knees;

Truly it should be kept with prayer  
and praise,

Truly we should walk humbly,  
should abstain

From worldliness, recalling His last  
days,

The cross He bore, His agony and  
pain.

But remembering the quiet way He  
went

About His Father's business, so  
should we

Move out to serve Him, willing to be  
spent,

Giving our hearts in love and sym-  
pathy

To the heavy burdened, "to the least  
of these."

More than partaking of the sacra-  
ment,

Or prayer or fasting, I think we  
would please

The lowly Christ in thus observing  
Lent.

# HELPFUL HINTS FOR NEW ASSISTANTS

By Dorothy Schroeder

Fellow Dental Assistants:

What I am going to try to bring out with the following suggestions is that by efficient management of a dental office, it is possible for a dental assistant to increase the production of that office by at least 30 per cent, not by speeding up the actual operative dentistry, but by giving her doctor the opportunity of being able to concentrate **ONLY** on giving good service.

It may seem to you that some of the suggestions I make may have nothing to do with increasing production, but I am sure everything that we accomplish or neglect, does eventually affect it.

I will outline what your duties should consist of after a certain amount of time **IF** you have the ambition to learn and are observant at all times.

First of all, you should have a personal interest in your office 100 per cent of the time. I know it will benefit you if you show willingness to do everything, no matter how unimportant it may seem, to relieve your doctor of any unnecessary movements.

As soon as you are able, you should earn your doctor's confidence so that he will turn over all the inlays and X-rays and mixing of fillings to you. When you first begin to work in an office, I know you do have time on your hands since you are not aware of all your duties. It is impossible even for a doctor to know of all the little ways in which you can help him. It is up to you to use your ingenuity by inventing your duties. So in your spare time **PRACTICE** mixing and running up inlays and developing X-rays.

You should keep the office clean and neat at all times, and that cannot be overemphasized. You are of course told that by your doctor when you start, but I know myself from experience that it is some time before you are aware of all the dirt around. It is an important factor in running your office, and you will receive compliments from the patients on the cleanliness of your office. All those small facts help to build up a better relationship with the patient.

Try to arrange some time to yourself once a week to dig in and clean corners which you are not able to accomplish with the doctor and patients around. At that time you can check your supplies, refill medicine bottles, change X-ray tank and sterilizers, take apart and clean handpieces, oil the engines and catch up on your bookkeeping. If you **DON'T** do this, one of these days you'll wonder **WHY** your doctor is in a mood? He should **NEVER** have to stop his working on a patient by having a contra angle heat up on him or reach for an empty bottle or something which isn't there. It's those many irritations that you should try to avoid by anticipating his needs.

And speaking of moods, a **GOOD** assistant is not allowed to have but one mood, which is to be pleasant and willing to help **EVERYONE** at all times. And do not ever carry a grudge with your doctor and **ABOVE ALL**, do not run out of the office and cry every time you are criticized. That may sound silly, but I've seen it happen. **WELCOME** criticism, and keep your mistake in mind so that it won't happen again. You can learn by your mistakes. Sometimes you may feel that it has

been unjust, but if you accept it graciously, you will still be helping to keep a pleasant atmosphere, and avoid friction.

Your main concern at all times is to see that your doctor is busy at the chair. No matter what else may be demanding your attention, you must see first that your patient is set up and your doctor is working. I often excuse myself from the patient to seat another or to mix for the doctor. When he buzzes for me, everything is dropped until he doesn't need me again. I never keep HIM waiting for ME. It may not seem right to you to leave a patient if you are making appointments or taking X-rays, etc., if you excuse yourself in a pleasing manner, people are all very kind if YOU think of them in that way, and they will think nothing of it. They know themselves that they receive first attention when they are in the chair.

Besides, whatever mixing you do takes only a very few minutes outside of impressions. Incidentally, having a buzzer installed is very convenient for both of you. We have had ours for only a little over a year, and I realize now how many steps it saves. You might speak to your doctor about it if you have none. However, you develop a technique of listening to your doctor's movements, and no matter what else you might be doing, your mind should be on all the operations. You may not think it possible to do one thing well if your mind is on other things, but as time goes on, you will become so systematic with your duties, that you will be able to accomplish this. The fact is that you are thinking only of one thing at a time, but, in quick succession.

Keeping the appointment book filled is another VITAL point of increasing production. Once you have shown yourself capable of handling

the book efficiently, your doctor will be only too glad to hand it over to you and will not ever interfere even if you are not in the office. I have a little system of my own. I type duplicate sheets of the following day's appointments and have by now become accustomed to the habits of my patients. There are always a few who need to have a last minute reminder, and even if there is the least doubt in my mind that they may forget, I call. It is nothing for me to make fifteen calls a day—of course not all at one time, but every time I can find a minute. Make the call short and to the point, but friendly. That typed sheet also saves the doctor the minutes of continually running to the book after each patient or asking you if he's on schedule. You can also enter by whom a new patient was referred for the doctor's own information, and he can also post on it too during the day while cement is setting or when he has a moment. Also keep in mind someone to call for last minute cancellations, or if there isn't anyone, you can always change someone else's time to keep the doctor working longer on another. Check over the charts to be sure he can use more time on whom you plan.

You should learn to make out the examination with the doctor and follow through on all the operations. It is even easier to assist at the chair if you are able to read a chart to check the area in which he is working to see what type of fillings the patient is having—it's always on the estimate. In that way you'll know what materials to have out for the operation. You will notice that the doctor uses the same instruments or materials over and over and has a pattern which he follows for each operation. All you need to do is be observant and try to keep a step ahead of him so that the things are

out when he needs them.

And don't be afraid of your ignorance. We all started out the same way, and probably made the same mistakes of scrubbing out the pumice pan the first day or you probably have had your own little experiences to laugh over. If you are in doubt about anything, ask—it's quicker and shorter than fumbling. That is the only way you can ever learn all the many details of this work. If your doctor knows you are making every effort to learn how to improve your office, he will be only too glad to cooperate with you and help you also.

To me, it is like a partnership, and whatever suggestions either of us has for the office, we discuss with no hard feelings because we both know we are striving always for improvement.

It is impossible in this short time to make you aware of how many little ways you can save the doctor's time. It is hard to tell you exactly what to do in assisting at the chair since I do not know your doctor's habits, but if you will observe, for instance, that for an inlay, your doctor will always use, of course, a mirror, cotton pliers, explorer, scaler, cotton rolls, disks plugger, sterilizer, saliva ejector, it never varies, and you can have those materials out each time WITH the inlay. The way I keep track of my inlays is to have eye cups, and I put the wax pattern in each one and enter the patient's name on a little card under the cup and file them in small envelopes when cast. When I set up a tray, I check in my file, and that's how I am able to have the inlay on the tray for the doctor. Or, if there is a bridge, it should also be on the tray. Don't make the doctor have to ask for a case. It should be your responsibility to follow through on a case with the labora-

tory. When your doctor takes an impression for a bridge, if there are instructions to write, have the paper on the cabinet so that while the impression is setting in the mouth, and the doctor has a minute, he can write them, and from then on he shouldn't concern himself with the case until it is on the tray to set. (Unless, of course, there is a technicality that the laboratory wishes to consult him on.) For your own benefit, enter the patient's name on the instruction sheet in order not to become confused if the laboratory should call asking for more time.

Also always have all impression materials ready at the time the patient is seated so there is no time wasted waiting for it to reach a certain temperature. If you don't think you would know if there was to be an impression, as I've said before, watch the charts. You should have the chart out for the next patient before he is seated, and you can usually tell, but if you are in doubt, ask your doctor. I am sure he won't mind being disturbed for that reason. Just don't wait until the last minute.

Your consciousness of time is EXTREMELY important and should not be overlooked. I can see no reason why you should loose over two minutes between patients. In the first place, your chart and X-rays should already be out for the following patient, and if you've been assisting at the chair at all, things shouldn't be messed up. If you've mixed, your slab should already be cleaned and back in place. It takes only a minute to do that immediately after using, and it's so much easier than when the cement hardens. Keep a small bottle of cleaning fluid for the sticky mixes. Even if you don't mix yet, you can have it cleaned up as soon as the doctor is finished with it. The medicine should be put away

also as soon as it's used so all there is to do is to put the instruments in the sterilizer, and remove the tray cover. I keep about ten on a tray at once since it saves time to remove one instead of reaching for a new one each time. Now you may ask the patient if he would please wait in your office and tell him you'll be with him in a minute. While he is putting on his wraps, you can be seating the next one. In that way, your doctor is all set up, and you can have more time to take care of the former patient and spend a few minutes visiting with him. Always be on friendly terms with all your patients and take an interest in them, but don't overdo it. Develop a technique of being friendly, but with reserve in order not to become involved in long conversations for which you do not have the time.

I have of course been speaking of a one-chair office. I do believe that if it's possible, and you have the room, you should keep in mind the great advantages of two chairs. I have worked both ways, and we notice such a difference. Or at least try to arrange room for your X-ray machine in order for you to take charge of it without interfering with the chair time.

I know I couldn't begin to go into the details of how many ways you can improve your office, but I do know that you have a wonderful opportunity if you will only take advantage of it, but if you do not like your work, get out of it. It isn't fair either to you or your doctor or your patients. Lot's of girls go into this with the idea that it's a snap. Don't think when you are hired as a D. A. that you are a receptionist. A receptionist only greets people, and makes appointments, and although extremely important, it is only a small part of dental assisting.

When you finally know your work, you'll love it because it is so interesting, and it's such a wonderful feeling of satisfaction when you can feel that you're in many ways responsible for helping to give your patients the enjoyment of visiting a PLEASANT, efficient, dental office.

—Presented at the Chicago Dental Assistants Meeting Feb. 11, 1948.

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"No day has ever failed me quite  
Before the greyest day is done  
I find some misty purple bloom,  
Or a late line of crimson sun.  
Each night I pause remembering  
Some gay, adventurous, lovely  
thing."

---

### SPRING IDYL

When April comes and the soft rain  
soaks  
The soggy ground into froggy croaks,  
When the white clouds float in the  
turquoise sky  
I could easily skip off the ground  
and fly—  
But the thing that keeps me down  
on the street,  
Or the two things, rather—are just—  
my Feet.

They push along in that slow old  
way  
No matter how spring-y or wing-y  
the day.  
The rest of me glimmers along in the  
air  
Over the treetops—anywhere—  
And the only thing keeping me, I  
repeat,  
Down on the sidewalk—is just my  
Feet.

—Maizie—The Chicago Tribune.

# EXTRA DUTIES OF A DENTAL ASSISTANT

By Sully Giles

201 E. North St., Greenville, S. C.

When an untrained assistant begins work in a dental office, she is often confused by the newness of dental terms and instruments. As time goes by, the assistant realizes that besides a chair aide, her duties are multiple and include those of secretary, hostess, housekeeper, and nurse. An alert assistant will feel it her duty to be just as efficient in these respects as she is at the chair. It is her task to take care of extra details which would clutter the mind of her employer when he should be concentrating on patient problems.

Since most patients, particularly newcomers, are apt to judge a dentist as much by the appearance of his office as by his work, the assistant should make it a daily habit to sit in the operating chair a few minutes, casting her eyes about as patients do. From this position, it is amazing how dust under the sterilizer, wispy cobwebs in the corner, and amalgam scraps by the waste container show up. And the fine spray of blood on the side of the cuspidor practically winks at her. With the daily inventory as a guide, an assistant can remove these unsightly things which might give patients impressions of untidiness.

An assistant should strive to make the dental office an attractive place, fit for relaxation as well as for work. All magazines should be firmly retired at the age of two months, and new publications should be placed on the reading table. Most dentists serve men, women, and children, and reading material should be chosen to appeal to every reader. The collection should include at least

one child's magazine, one sporting publication, a fashion magazine, and one of the weekly picture features. Fresh flowers should be used in season, and during winter months; a few green plants bring cheer to an office. One inexpensive feature which always attracts the interest of children is the presence of a small bowl containing golden, darting bodies of tiny fish. It is not much trouble to keep such a bowl in the reception room, and it certainly helps distract the worried minds of young patients.

Since the assistant is always the ambassador of her dentist, she owes it to him to see that her appearance is immaculate. Her white uniform should not be guilty of tattle-tale gray, her white shoes should be polished daily, and she should be certain of personal daintiness at all times. It is necessary too that an assistant take stock of her speech and speaking voice, particularly over the telephone. One can be pleasant in the office without constant, needless, irritating chatter, just as one can consciously develop a smooth, pleasing telephone personality. An assistant should deliberately train herself to speak with a calm, quiet, firm voice. This tends to soothe nervous females, and it puts a wall of professional dignity between over-interested male patients. Conversation punctuated with chewing gum smacks is out of order.

Another extra which an assistant owes her employer is active membership in local, state, and national

(Cont'd on page 76)



## *Education of Patients by the Assistant*

Patients and prospective patients entering a dental office have a trait which is characteristic of most members of the human race—to make snap judgments. Regarding personnel of the office, their opinion is first influenced by personal appearance. Regardless of whether the first formed opinion was favorable or only mediocre, it can be greatly strengthened or sadly undermined by the next two important factors, action and speech. Easy, unhurried but efficient appearing first action and a friendly, courteous greeting will open the door to a congenial, satisfactory relationship between a capable practitioner and his patients.

Because you, as a Dental Assistant, are the first contact between the dentist and the patient, the responsibility of giving your employer the advantage and opportunities of a favorable first impression obviously lies with you.

War and post-war conditions have led to a vast increase in the number of patients most dentists must attempt to see daily. This brings about a situation in which the dental assistant can be of great service, both to the dentist and to the patient—that is Dental Education for the patient.

For you, as a dental assistant, there lies a great responsibility in this educational program, and this responsibility can only be proficiently fulfilled if you have a complete knowledge of the problems which confront the average patient and a prompt, correct answer for them.

Inquiries regarding diet and vita-

mins, methods and procedures of brushing the teeth and massaging the gums and countless other questions must be promptly and intelligently answered, and in terms which will be completely comprehensible to the patient and will not leave them confused and wondering what was meant, but reluctant to show that they did not understand, by asking you to repeat it.

Tact and a little psychology will play a great role in the success or failure of your efforts. Never ridicule a method or practice which the patient has formerly used, but show them a method based upon sound scientific facts and actual practice proof, which will serve their needs and give them more satisfactory results, this can usually be better accomplished by the use of charts and models with which the instructor is thoroughly familiar, but never attempt to answer or explain anything with which you are not completely capable of being the master of any question or situation which arises.

By assuming the responsibilities of patient education, and performing the service in a cheerful and efficient manner, you will be relieving your employer of a great burden, increasing your value to him and will find more pleasure in your job, which comes with the satisfaction we get from the knowledge that a duty was well performed.

Edith Smith

55 E. Washington St.

Chicago, Ill.



# The Dental Assistant and the Child Patient

by

Katherine Carr, Kenilworth, Ill.

(Reprinted from Journal of Missouri State Dental Assistants Bulletin)

Let us look at the subject, "The Dental Assistant and the Child Patient," from the assistant's point of view first of all. A love of children is her chief asset, for without that one cannot expect to obtain a child's confidence and liking. Do not think for one moment that a child cannot detect this lack of love and sympathy by some mysterious sixth sense. A calm, unruffled attitude, no matter how trying a child may be, and a happy, cheerful smile are attributes an assistant will find useful in eliminating fear of a dental office from a child's mind.

The patients requiring exceptional study are the children. They are a problem; because, in their care, there is a definite place for education. The management of a crying, hysterical child is a very different thing indeed from the management of an adult under similar circumstances. One of the secrets of child management lies in treating them as though they were grown up. Let them think for themselves and help decide the best course to take. Children are extremely sensitive to ridicule; we may laugh with them, but not at them. Interest in a child's activities, sports or school work, seems to help in diverting the child's mind from what the doctor is going to do and lessens the natural fear that has been instilled in the child's mind by some grownup or a playmate, who is not averse to letting the imagination run away with him. We often hear mothers say, within the hearing of the child, "I can't blame Jane for being frightened, I am a perfect coward myself." Is that being fair to the child? Fear is a natural instinct and one of which we need not be ashamed; nevertheless, it would appear better judgment to speak with discretion when in the presence of children. A child coming to the dental office for the first time is either frightened by stories told by some children or by a mother's constant repetition, "The doctor will not hurt you." That word "hurt" is taboo in our office. If we are asked, "Is it going to hurt?" we answer truthfully, "Yes, a little" or "No, not at all"; for a child loses all confidence if he thinks you have not told him the truth. May I emphasize above all that it is important to gain and keep a child's confidence; there is nothing more precious. One should make every effort to preserve this confidence by never breaking a promise made to a child.

The first time a child comes to the office, he is often received, talked to and examined in the reception room, and by the second or third visit the child has no fear of the dental chair, and accepts the invitation to climb up in the elevator for a ride. Teeth are not mentioned, but many other things are spoken of, until the child has regained a little of his poise and confidence. In case of an emergency or a toothache, a patient's fear can be overcome by a matter-of-fact reception, with only a casual question about the offending tooth, stress being put on the fact that the doctor can stop the pain only if the patient will help by sitting still and letting him treat the tooth.

We encourage mothers to make a practice of bringing the little children with them when they have an appointment, and thus the child becomes accustomed to the office, the dentist and the assistant, and has no fear when dental work is necessary. I have a case in mind of a little boy of three who insists on the doctor looking at his "teef" and feels quite neglected if the examination is overlooked. It is nothing unusual in our office for the children in the neighborhood to come in after school, the mother knowing nothing about it, to have the doctor extract a deciduous tooth, or give a prophylactic treatment, or maybe they come in just for a little visit. We are never too busy to see these children.

The problem of entertainment bothers us not at all as most of the children are neighbors or go to the same school, from grammar through high school, and Saturday mornings and weekday afternoons from 3:30 to 5:00 find our office a meeting place. And do we have a hubbub! One trying to outtalk the other, doctor and assistant included, and all coming early so that they can visit regardless of what time they have an appointment. We experimented with a block puzzle for entertainment and found it a huge success, so much so that the children of all ages were perfectly willing for the doctor to do almost anything to their teeth if he would only hurry and they could come back for another trial at the puzzle. For the little tots, who usually come with their mothers, we have colored chalk and a small blackboard. The various children's pictorial books, magazines and a box of building blocks prove a great attraction for the six year olds; although we try not to keep them in the waiting room until they grow impatient and fidgety, for, as you know, ten to fifteen minutes is a long time for any small child to sit still.

When the drill is first used, it is introduced as a large bee, busily working and humming and perhaps it will sting a little bit, as all bees do, but as soon as he does that, he will be returned to his hive. The child is so interested listening to the hum, he forgets about the hurt; in fact, he often triumphantly says, "He didn't sting me." The hypodermic needle is a mosquito, who certainly must be swatted if he bites too hard. As the children grow older, they are interested in what is being done to the tooth, so we give them a mirror and tell them to watch each step in the mouth mirror, the assistant explaining as the work progresses. It is all fun, and for that reason we have one of the quietest of dental offices, for the patient is too interested to waste time on tears, moans or screams. The other day a child with a roving tongue needed a cement filling in a right lower molar. So while holding the cotton rolls, I suggested that the tongue go visiting the tooth on the left side and stay there until the doctor told him the cement sidewalk on the right side was dry. He was so busy trying to stay over on the left side, that we were able to keep the cavity dry. Another child who had a bad habit of wanting to swallow when cotton rolls were in the mouth and then, of course, choking, was greatly surprised to have the assistant tell him, with mock severity, that those cotton rolls belonged to the doctor and if he swallowed even the littlest one, the doctor would have to charge it to his father. The child gave the doctor an astonished look, offered to hold the cotton rolls and has not choked on one since. All instruments are explained to the child before they are used. We find it saves time to ex-

(Continued on page 56)

## IN THE LABORATORY

There are numerous ways a dental assistant can be of service to her doctor in his laboratory, thus saving him valuable time and expense.

Study models are essential to the doctor both in planning the work to be done and as a guide when full restorations are necessary. They are poured in white laboratory plaster.

To pour a study model after the compound impression has been taken and is thoroughly dried, measure the amount of water necessary for the size of the impression and add sufficient plaster mixing with a rotary clockwise motion of the spatula until the mixture has reached a thick creamy consistency. Spatulating in the one direction is to prevent the inclusion of air bubbles. Vibrating the plaster bowl for a few seconds will help to eliminate the presence of air in the mixture.

Hold the handle of the tray in the left hand and with a very small amount of plaster on the tip end of the spatula in the right hand deposit it on the inside rim of the model which is being held on the vibrator. Gradually increase the amount of plaster at the same place, vibrating it continuously. After all of the teeth have been filled, the remaining plaster can be vibrated into place with the spatula filling the entire impression. With the remaining plaster make a mound on either a glass slab or a piece of paper and invert the impression over it gently vibrating the tray down. Trim the excess plaster from the sides with a wet spatula and put the model to one side for at least thirty minutes before separating. A matrix can be placed around the impression, thus eliminating the last step of inverting the impression.

Impressions that are poured up in stone or investment require the same procedure except the thickness of the mix can be very much thicker.

In order to separate the compound from the plaster model place in warm water approximately 125 degrees for a few minutes and carefully lift up the softened compound from the model in several places so that the anterior teeth will not be broken.

After the compound has been removed the model is trimmed either with a model trimmer or a sharp knife and the patient's name is written on it and it is then placed in a box. The box number is written on the patient's record card so that it will be available without delay when needed.

In our laboratory all compound is saved and when there is sufficient amount it is put into the top part of a double boiler. After all the compound has been thoroughly heated through, then boil for over thirty minutes. With a wide spatula a small amount is taken out and dipped into a pan of cold water to chill the outside so that it can be taken in the hand and is then shaped into the desired size cakes similar to the factory pack and stored away in boxes.

After a hydrocolloid impression has been poured in stone following the same procedure as for a study model and the stone has set, separate the impression and place the hydrocolloid material in the gun to be reclaimed. Bring to a boil and keep at this temperature for thirty minutes. Set aside to cool. Then remove from the gun and put into an air tight container in which a cotton sponge saturated with a 15% phenol solution has been placed. This so-

lution will keep the material from deteriorating.

Impression trays can be cleaned easily by soaking in a jar of carbon tetrachloride for a short time and then washing with soap and water. Sterilize by bringing them to the boiling point of water in hot petroleum jelly and let stand for ten minutes, then wipe off the excess jelly and put away for the next impressions.

When pouring compound inlay impressions, the excess compound is trimmed from around the copper band. A piece of lead foil from the inside of an X-ray film cut in half is wrapped around the band extending about  $\frac{3}{8}$  of an inch above the impression. Lute the lap of the lead foil and also the edge to the bottom of the copper band with hot wax on a wax spatula.

Mix the investment, stone or the material the die is to be made of on a glass slab with a spatula to a creamy consistency. With a very small amount on the end of the spatula or a toothpick, place on the rim of the lead foil and very gently vibrate into place slowly adding more material and gradually increasing the amount until the impression is full. A little dry investment vibrated into the impression takes the excess moisture makes a harder die and gives the die more expansion. Put aside for at least thirty minutes before separating. Separate the compound in the same manner as for other impressions.

After the wax pattern has been carved and waxed to the sprue former which has been properly placed in the crucible former, set the crucible former into a pan of water while the investment is being mixed. A mechanical mixer is preferred to hand spatulating as it makes a denser mix and eliminates air bubbles which cause beads on finished

castings. Mix the correct proportions of water and investment and give the mixer fifty turns. Blow excess water from the wax pattern and with a camel's hair brush paint the investment around the wax pattern and sprue former, being careful not to trap any air. After that has been thoroughly covered place the inlay ring into place and vibrate the investment to fill the ring. Set aside to harden for thirty minutes. Take off the crucible former and pull out the sprue former, being careful there is no loose investment and put into a furnace to bring to the proper temperature. Use an electric furnace or one with a pyrometer on it so that the proper heat will be attained and therefore the proper expansion. Most investments reach their maximum expansion at 1300 degrees which is correct to overcome the normal shrinkage of gold. When the proper heat has been reached remove from the furnace and place in the casting machine and cast.

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We regret that we do not have the source of the fore-going article. If the author will write we will gladly publish her name. Thank you!

—Sadie Leach, Editor

The Dental Assistant.

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Two spinsters were discussing men.

"Which would you desire most in a husband—brains, wealth, or appearance?" asked one.

"Appearance," snapped the other, "and the sooner the better."

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Willie: "Paw, what is discretion?"

Paw: "It's something, son, that comes to a man after he's too old for it to do him any good."

# the dental assistant

Vol. 17

March-April, 1948

No. 34

A JOURNAL FOR DENTAL ASSISTANTS DEVOTED TO THEIR  
INTERESTS AND EDUCATION

Bi-Monthly publication of the A.D.A.A. Journal for Dental Assistants Devoted to their Education and Interests and to the Efficient Conduct of Dental Offices. Publication of all statements, opinions, or data, is not to be considered as an endorsement of same by journal or its publishers.

## EDITORIAL DEPARTMENT

### *"There's no fun like work"*

By Anne Kirkland

The inspiration for my theme was acquired at a bride's shower. Among the gifts for the guest of honor was a small tea set. You, no doubt, have seen them. It was of crockery ware in shades of brown and with small painted scenes and inscriptions on each piece. The little jug was the piece which attracted my attention. It said: "There's no fun like work." Those five little words caused more comment among the roomful of guests than the beauty and usefulness of the gift itself and they have come to me time and time again challenging me to prove their truth.

The philosophy of the little brown jug is the philosophy of so many of us just turned around. We put so much time, thought and effort into the carrying out of plans and arrangements of our pleasures and after it is all over we laughingly say, "There is no work like fun." If we can work so hard at having fun why can't we have just as much fun at our work?

The reason, more often than not I think, is because we do not know the proper procedure of our task or its completed purpose which makes us bewildered and bored all the while we are doing it and when we don't know whether we have achieved the desired result we lack interest. We cross our fingers hoping it is right so that we won't have to muddle through the re-doing of it. Another reason is, we don't take the long-view of our tasks and see the results of our labors—whether good or bad. It brings to my mind the story of the traveller who came upon some workmen chopping stones and wondering why they were employed at such laborious work tapped one of the men on the shoulder and said: "My good man, what are you doing?" The workman scowled at him and gruffly said: "Chopping stones." The traveller was not satisfied with the answer for he could see that for himself so he went over farther and asked another man the same question. "My good man, what are you doing?" The workman straightened up and smilingly said: "I'm building the King's highway." The vicious circle of the truth that interest begets knowledge and knowledge engenders interest which craves more knowledge is the answer to our quest for fun during our hours of work.

Let us look at that more closely. First, we must be interested in what we are doing. No matter what our means of livelihood we have to know that we want to spend one-third of our waking hours at it. Whether it is sitting at a typewriter, standing over a cook stove, teaching in a schoolroom, or serving in a dental office. We must want to further our knowledge of our work so as to increase our efficiency and in so doing increase the satisfaction and pleasure which the completed task brings. So, we arrive at the conclusion that if our work is not fun to us we are not doing what we most want and like to do and the best thing for us is to leave it entirely and seek an occupation which is more adaptable to our individual interests and talents. Each person's work should in some measure be an outlet for innate inclinations and creative ability.

Doubtless it would be almost impossible for any one person to find a type of work which would be, to her, all pure pleasure. The thorns go with the roses—but they are over-shadowed by the beauty of the blossom which attracts our attention. The so-called drudgery and routine of every job, should be, for each one employed at it, very greatly over-balanced by the more pleasurable aspects and highlights which can carry one through the routine. Look for the highlights in your work.

All this sounds very serious and noble and as though I expect everyone to be a perfect 'Pollyanna.' No, it isn't that. We are merely looking after our own interests. We were put in this world to have life abundantly—lives of happiness, contentment and goodwill—qualities which are all of our own making. "There are no dull days, dull lives, or dull times. There are only dull men. There is not a single job in the world, however humble but that has a color and an inspiration entirely its own."

Of course, if we are merely working to accumulate material wealth or filling in time between pleasures, work, then, is just a necessary evil which helps kill time. The Reader's Digest had a very apt quotation not long ago: "The only way to kill time is by working it to death." If days are merely something to be got through and hurriedly spent like pennies in our pockets why not have fun doing it? We, especially in our field of work, have our days filled with humor if we are ready to see it and enjoy it. After all, what is more entertaining than people? And each dental office attracts a fairly good cross-section of that city's or district's population with its variety of personalities and characters. Every day of the week radio and newspapers tell us how funny people are but who knows better than we? Right now I am sure each one of you could tell story after story of humorous incidents that have happened in your office without having to stop to think. I wrote a ditty about a standing joke in our office. It goes like this:

It happened in our office  
On just a day like this,  
All appointments were on schedule  
And nothing was amiss.  
Then in came Mrs. Selfashures  
Bobbing flowers and drippin' furs  
A very important personage,  
No needs as great as hers.



She said very loudly  
As she burst through the door  
"I simply must see the Doctor  
I got it I'm sure, when I was down south  
It's a very bad case of athletes' mouth."

As we leave this convention and return to our work to apply the knowledge we have gleaned here, let us individually take inventory of the general attitude with which we resume our duties. Let us plan to, as far as possible, re-vamp our days to let the realization of the importance of our task, the inner knowledge that we are doing our best to be efficient, and the real fun of our work, take precedence over all else so that at the end of each day when we close the door behind us we can agree with the little brown jug that There Is No Fun Like Work.

Presented at Annual Meeting A.D.A.A.

Boston, Mass., August, 1947.

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## THE DENTAL ASSISTANT AND THE CHILD PATIENT

(Continued from page 51)

plain as we go along. I am sure you have all heard the question, "What's that for? What will you do next?"

The first or second visit may not find much accomplished, save easing a toothache perhaps, but we have gained a child's confidence, and he knows that in coming to the dentist's office, he will not be "murdered" as one of the boys said he expected to be, and that the dental office, instead of being a chamber of torture, is a place reflecting harmony and ease. That is what we work for in all cases, harmony and the child's confidence, and when that is gained, the rest is easy sailing. They know that we are trying to help and not to hurt them and the dentist is not someone of whom to be afraid after all.

The children are the adult patients of the future and are wonderful practice builders. If they like the dentist and the assistant, they are very loyal to the office. Briefly summing up all that I have said, resolves itself into winning the child's confidence through understanding and sympathy in a natural and unaffected manner, because you love children and you love your "job".





Photo of: L. to R. standing: Dr. William K. Holt, Pres. Hingoluh Dental Society; Dr. M. Dan Clawson, Pres. Meharry Medical College, Nashville, Tennessee and Pres. World College of Dentists; Dr. Henri Villiam, Dean of Dentists at J. J. University, Paris; Miss Madeline Fauré, secretary to Dr. Villiam; Dr. N. M. Berry, Vice-Pres. All-India Dental Assoc., New Delhi, India; and Dr. Elmer Hess, Sec'y, World College of Dentists. Seated: Dr. R. M. Hendrick, chairman of public relations for A. D. H. A., Springfield, Mass.; Mrs. Madeline Lawlin-Epstein, wife of Dr. Sam Lewin-Epstein, Past President of Palestine Dental Association, Jerusalem, Palestine.

MARCH-APRIL, 1948

# Secretary's Corner

By Mary L. Martin

## HONOR ROLL

Arkansas State D. A. A.  
Northern California D. A. A.  
Southern California D. A. A.  
Connecticut D. A. A.  
Florida State D. A. A.  
Indiana State A. D. A.  
Massachusetts D. A. A.

Missouri State D. A. A.  
D. A. Assn. State of New York  
New Jersey State D. A. A.  
Ohio State D. A. A.  
Philadelphia A. D. A.  
Texas State D. A. A.  
Wisconsin State D. A. A.

Secretaries: Please forward ADAA dues before April 1 so that none of your society's members will be removed from the Subscription Manager's list of Journal subscribers. Program and Clinic Questionnaires for the 1948 ADAA meeting to be held in Chicago, Sept. 13-16 will be mailed to every state association in April. These forms must be submitted to the Executive Secretary by June 15, with names of your ADAA delegates and alternates and your Clinic and Poster entries.

New Independent Member: Mrs. Richard Lawrence, 802 O'Hanlon Bldg., Winston-Salem, N. C., associated with Dr. L. R. Thompson.

## CHANGES OF OFFICERS

BERKELEY DISTRICT D. A. Assn. (N. Cal.)—President, Elizabeth Stevens, 2240 Channing Way, Berkeley.

METROPOLITAN-OAKLAND D. A. Assn. (N. Cal.)—President, Cleo Hall, 426 17th St., Oakland; Secretary, Beatrice Buckner, 417 Wakefield Bldg., Oakland.

SAN MATEO COUNTY D. A. Assn. (N. Cal.)—President, Winifred Smithey, 318 B St., San Mateo; Secretary, Margaret Wetmore, 39 San Mateo Drive, San Mateo.

LONG BEACH D. A. Assn. (S. Cal.)—President, Barbara Thompson, 183 Pomona Ave., Long Beach; Secretary, Jackie Dearth, 1010 Security Bldg., Long Beach.

SANTA BARBARA D. A. Assn. (S. Cal.)—President, Gloria Mash, 175 Spring Road, Santa Barbara; Secretary, Kit Fraser, 1617-B Chapala, Santa Barbara.

TRI-COUNTY D. A. Assn. (S. Cal.)—President, Lillian Dunagan, 205 Citizens Bank Bldg., Riverside; Secretary, Magdeline Kreuger, 220 First National Bank, Pomona.

DISTRICT OF COLUMBIA D. A. Soc.—President, Lorraine Tyner, 402 10th St. N. E., Washington, D. C.; Secretary, Mildred Comp, 3159 Wilson Blvd., Arlington, Va.

FLORIDA STATE D. A. Assn.—President, Louise Johnson, 208 Exchange Bldg., Coral Gables, Fla.; Secretary, Nell Touchton, P. O. Box 1538, Sanford.

SPRINGFIELD D. A. Assn. (Ill.)—President, Mary Ellen Bennett, 322 Mine Workers Bldg., Springfield.

LOUISVILLE DISTRICT D. A. Assn. (Ky.)—President, Carol Wickstead, 840 Starks Bldg., Louisville; Secretary, Doris Byrd, 1336 Bardstown Road, Louisville.

DENTAL ASSISTANTS ASSN. STATE OF NEW YORK—President, Jeanne Loiselle, 613 State St., Schenectady, N. Y.

CINCINNATI D. A. Assn. (Ohio)—President, Helen English, 4900 Montgomery Road, Cincinnati; Secretary, Edna Wylie, 341 Doctors Bldg., Cincinnati.

STARK COUNTY D. A. Assn. (Ohio)—President, Nan Twyman Miller, 504 City Savings Bldg., Alliance; Secretary, Kathleen Nezbeth, City Savings Bldg., Alliance.

PHILADELPHIA ASSN. DENTAL ASSISTANTS (Pa.)—President, Retta Amatucci, 428 N. 5th St., Camden, N. J.

PITTSBURGH D. A. Assn. (Pa.)—President, Alicia King, 1011 Professional Bldg., Pittsburgh; Secretary, Audrey Manges, 423 Jenkins Bldg., Pittsburgh.

FIRST DISTRICT D. A. Assn. (Tenn.)—President, Velta Rhea, c/o Dr. Frank Yost, Greenville; Secretary, Mildred Justice, c/o Dr. G. F. Mathes, Greenville.

KNOXVILLE D. A. Assn. (Tenn.)—President, Elsie Emory, 1006 Medical Arts Bldg., Knoxville.

MEMPHIS D. A. Assn. (Tenn.)—President, Ione Roberts, 1308 Sterick Bldg., Memphis; Secretary, Lillian Howard, 1507 Sterick Bldg., Memphis.

DALLAS COUNTY D. A. Assn. (Texas)—Secretary, Thelma Watts, 1227 Medical Arts Bldg., Dallas.

SALT LAKE CITY (Utah)—President, Stella Hughes, First National Bank Bldg., Salt Lake City; Secretary, Mrs. Margaret Chatterly, 115 South 3 East No. 403, Salt Lake City.

### NEW SOCIETIES

WARREN D. A. Soc. (Ohio)—President, Blodwen Williams, 302 Newton Dr., Newton; Secretary, Helen Elinsky, 1548 Woodbine Ave. S. E., Warren, Ohio.

EL PASO DISTRICT D. A. Assn. (Texas)—President, Mary Moore, 3930 Chester St., El Paso; Secretary, Estela Castaneda, 235 Colfax St., E. Paso.

HARRISON COUNTY D. A. Assn. (W. Va.)—President, Elizabeth Kniska, 415 W. Main St., Clarksburg; Secretary, Barbara Sponaugle, 305 Professional Bldg., Clarksburg.

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Heard a new one the other day for the uncontrollable gagger. Ask the patient to extend his right leg and hold it in that stiffly extended position. "Now hold it—keep it stiff—don't relax." Sounds a bit on the silly side, but it worked for us, and at the end of the appointment patient, Doctor and assistant all had a good laugh.

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Time and Money Saver—Mount all spare teeth (odds and ends and broken sets) on carding wax, according to mould and shade. Do not throw them together in a box or drawer. This simple arrangement will save time and money, and facilitate exchange of the teeth.

# Views of the News

By Violet L. Crowley

## GREETINGS AND SALUTATIONS, MEMBERS OF ADAAI

Here we are again with another issue of Views of the News. By the time this reaches you March winds will be howling, but at the time it is being written I am down in "Sunny Texas" where the thermometer is reading in the middle 20's. I am peering out the window, straining my eyes for a glimpse of an occasional snowflake, and wondering what it would be like if it were really 20 to 30 degrees below, as it is in some of your towns. Brrr—

Winter and its bleakness, strange as it may seem, has an exhilarating effect on me; and I am suppressing an urge to "just talk" to you today. However, remembering my assignment is to report the news of your associations as you send it to me, I must get along with the business of doing just that. As I reach the half-mile post in this assignment, I am interested in knowing if you are getting what you expect and want from Views of the News. Remember I welcome your suggestions and ideas, and am eager for your news. I am expecting to hear from you by March 15th with loads of news for our next issue.

### First District—

The Maine Dental Assistants Association held both the October and November meetings at the Lafayette Hotel, Portland. Postponement, due to bad weather, deprived us of a speaker at the latter meeting.

A membership drive is being made under the leadership of Dorothy Hawks.

The six months extension study course has been discussed, but it was decided that the society is at present too small for such an undertaking.

In December the President, Jane Frisbie, entertained the association at a very enjoyable Christmas party in her home.

Now, we are looking forward to a bigger and better year in 1948.

—Ethel V. Haines.

### Third District—

Philadelphia Association of Dental Assistants

Annual Meeting

Candlelight glowing

Gently snowing

Greetings flowing

Friendship growing—

At the annual meeting of our society we had election of officers, and Candlelight Installation Service. Helen Fitting served as Installing Officer, and Bertha Hausner, Conducting Officer.

The Dr. Layton Grier Trophy was awarded to May V. Burke as the outstanding member, in recognition of her consistent performances, loyalty and service. A Christmas party followed the annual meeting. We sang

carols, refreshments were served, members exchanged gifts, fun and fellowship enjoyed by all.

For the January meeting: A preview of the Clinics to be presented by our association at the annual meeting of the Philadelphia County Dental Society, at the Bellevue-Stratford Hotel, February 6, 1948.

—Nancy C. Hungate.

Received a complete outline of last year's program of the Philadelphia group. It included a Certification Meeting, Clinic Meeting (four clinics), four lecture meetings, three socials, one for reports of Officers and Committee Chairmen and general business, Election of Officers, Installation, and Christmas Party. It was an excellent, well balanced schedule. I am sure you had a wonderful year, and all members benefitted by your efforts, Philadelphia Association.

More from Pennsylvania—

"The Erie County Dental Assistants Association, would like to take this opportunity to thank all members and organizations for their assistance to us in our work during the past year.

We ended the year with a Christmas Party held Tuesday, December 16 at the Antlers Hotel. Awards, given by the Erie County Dental Society, were won by Sally Cochran, Joan Fasel, Delores Hart, Evelyn Auchenbach, Delores Spitzmas, Helen Kuelsa, Evelyn Suminski, Marjorie Shultz, Ruth McKay and Jean Swan. (Picture below.)



This is a picture of Erie County, Pa. Group. It was taken at a Christmas Party, held December 16th at Antlers Hotel.

Seated, left to right: Jane Slough, Evelyn Suminski, Kay Rehn, Sally Cochran, Evelyn Auchenbach, Delores Haft and Delores Spitzmas. Standing: Mary De Rosa, Helen Kulesa, Ruth McKay, Maxine Kallman, Helen Spargo, Jean Swan, Joan Fasel, President, and Marjorie Schultz.



Officers of Lehigh Valley, Pa., Dental Assistants Association: Nancy Nickles, Program Chairman; Gussie Packo, Past Treasurer; Florence Seifert, Secretary; Clela Smith, President; Doris Schmer, Treasurer. Seated: Irene Chaszar, Past Vice-President and Clara Kemmerer, Vice-President.

On Tuesday, January 27th, newly elected officers will begin their duties."

Delores Haft.

We are happy to hear from you Doris. Good luck and best wishes to ECDA.

And still from Pennsylvania, sent in by Clara Kemmerer, Allentown: We held our annual Christmas Party on Monday, December 15th at the Hotel Traylor, with twenty-five members of the Lehigh Valley Dental Assistants Society in attendance. (Picture above.)

We regret to report that we will soon be losing two of our valuable members, Gussie Packo, and Irene Chaszar. They are leaving to take up permanent residence on the West Coast.

Our Society wishes to extend to all of you a happy, prosperous, and successful year.

#### **Fourth District—**

A card from Maxine Frye, Secretary of P. B. C. D. A., which is the group from West Palm Beach Florida, tells us of their meeting held January 5th.



Newly elected officers were installed. Speaker of the evening was Dr. James Stewart, his subject: "Review of Dental Diseases." We are happy to hear from your association, Maxine.

## NEWS OF THE GEORGIA DENTAL ASSISTANTS ASSOCIATION!

### Northern District Dental Assistants — Atlanta

Our study classes have been well planned, and are to begin February 2, 1948. We will meet on Monday and Thursday of each week, 7 to 9 P. M. Our Committee has done a fine job, and we are greatly indebted to them for their work in our behalf.

From Adel, Georgia:

The Southwestern District Dental Assistants held their annual meeting January 14-15 at Radium Springs, Albany, Georgia. The meeting opened with a Dutch luncheon at the Radium Springs Casino.

Ruth Kennedy gave an outlined report on Certification for dental assistants. Dr. Frank Lemons, Atlanta, spoke to us on "Child Management." Immediately following we had the privilege of hearing an address by the President of the Georgia Dental Association, Dr. R. L. Henry. His subject: "Practicing the Golden Rule." Thursday morning we heard Miss Lynelle Knighton, Dental Hygienist speak on "My Experiences in Training at Temple University to Become a Dental Hygienist." The meeting adjourned at 11:00 Thursday. Next meeting is to be held the second Thursday in May at Waycross.

Peggy Alderman, Sec'y-Treas. SDDAA.

I have had good reports from all of our districts in regard to membership work, and plans for Certification Study Courses. It appears that both are progressing nicely.

In Atlanta the classes are being held at the Emory University School of Dentistry.

Thanks to Charlotte White, Secretary Georgia Dental Assistants Association, for the above news.

We have news of the organization of a new Association in Florida! The Jacksonville Dental Assistants Association, at Jacksonville, Florida of course. Eighteen members in this new association. Congratulations, Florida, and Fourth District. We welcome you into the fold, and wish you much success, JDAA.

No doubt Evelyn McVay is "on the job". I hear she was present and accounted for at the Florida State meeting in St. Petersburg, of which I brought you news in my last issue, doing her bit for the girls and ADAA.

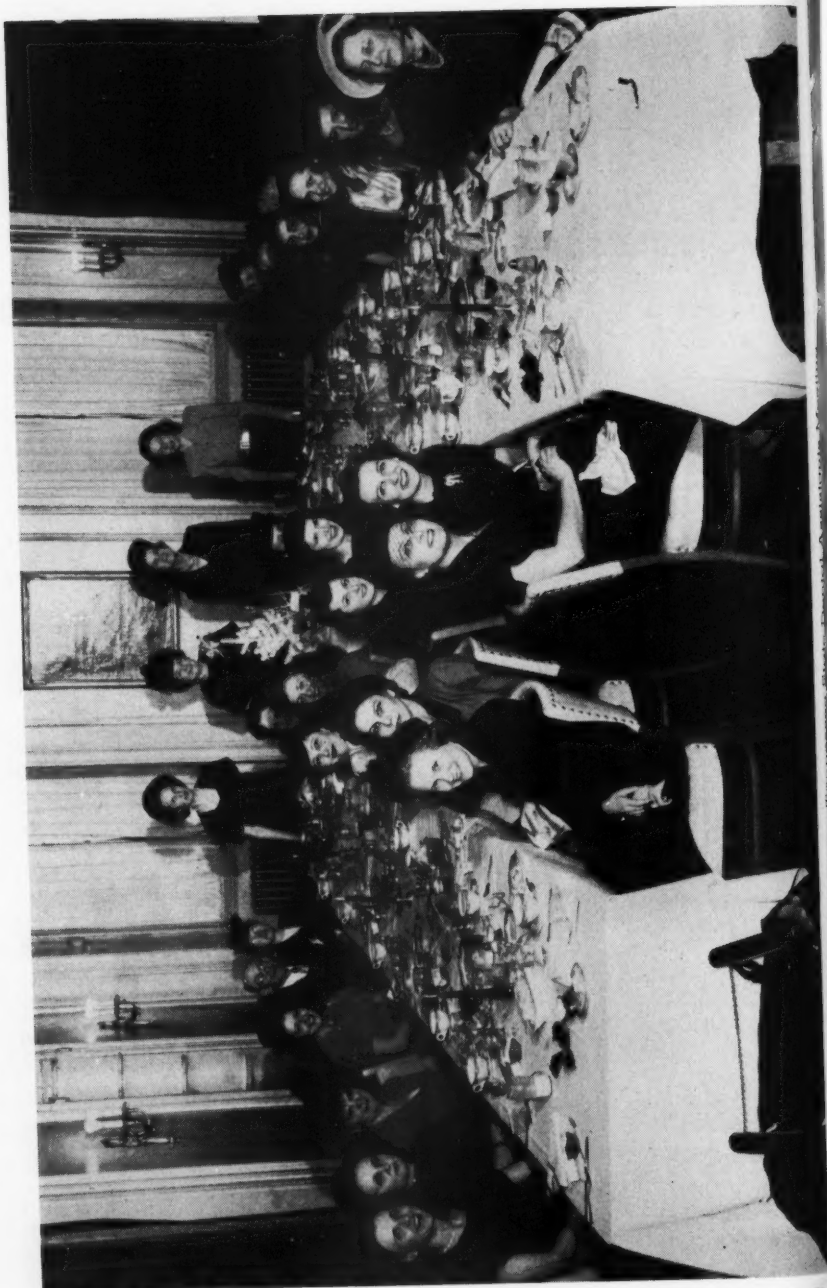
### Sixth District—

Orchids to Wisconsin State Dental Assistants Association! They have just begun publishing a bulletin, "D. A. Reporter," and an excellent publication it is. Marie Johnson, Sixth District Trustee, is the Editor. The message she brings in her first editorial is most inspiring. Many of us know so well the thrilling experience of seeing the FIRST COPY, actually in print after hours and hours of hard work and planning. The realization of another dream!

I know the D. A. Reporter will be very beneficial to, and thoroughly enjoyed by all members of Wisconsin. To Marie and her staff we say "Congratulations," and to all of you—"On Wisconsin."

MARCH - APRIL, 1948





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It isn't all work and no play in Wisconsin, either. Have news of gala Christmas parties held in LaCrosse, Kenosha, Milwaukee, and by the Southern Wisconsin group.

The Chicago Association celebrated its 25th anniversary on January 24 with a dinner-dance at the Swedish Club in Chicago.

### **Seventh District—**

The Des Moines District D. A. A. of Iowa is the first in the state to get Certification classes under way. This group meets twice each week at the Chauncy Lamb Dental Laboratory with appointed Dentists as instructors. They expect to be ready to take the Certification examination May 2nd at the Savery Hotel in Des Moines.

"Bosses' Night" for the Des Moines group proved to be a big success in October. The speaker, Attorney Wendell Gibson, speaking on "Law Pertaining to Dentistry" was most interesting.

Dr. Olin Hoffman of the Iowa State Department of Health was the feature speaker at the November meeting.

A new District Society was organized on December 6th in Waterloo, Iowa. A Dental Advisory Board is working with the officers in planning a study course. (Don't want to overwork the word, but just "gotta" say Congratulations again.) A new society, organized only the 6th of last month, and already they have begun work on a study course! There is something for other societies to think of.

The Northwest District D. A. A. had Dr. Phillip Pugh, Psychiatrist, for the speaker at the November meeting. His message was: "The Relationship of Dentistry and Psychiatry."

On December 19th, N. W. District sponsored a "Mistle Toe" dance to raise funds to purchase a mimeograph as an aid in getting Certification Plans under way in the state, and also to use in printing the ISDAA Plugger. They are happy to report the mimeograph is purchased and funds remaining will swell the delegate fund.

The ISDAA convention will be held May 3-5 at the Savery Hotel, Des Moines, Iowa. Certification examinations will be held on Sunday preceding.

For the above news I am indebted to Louise Lynum, Editor of ISDAA Plugger.

### **Eight District—**

#### **MISSOURI STATE NEWS — TWO NEW SOCIETIES ORGANIZED**

Cape Girardeau—nine members, and Columbia—seven members.

To the members of these new associations we extend a hearty welcome, and wish you much success in your work.

From Down Texas Way:

The Dallas County Dental Assistants Society sent a letter of invitation to the Assistant of each member of the Dallas County Dental Society. This letter also carried the program of the DCDAA for the year 1947-48. This year's program has been carefully and ably planned. Each meeting, with the exception of December and May meetings, features an outstanding speaker, and a clinic given by one of the members. As a result of this letter, there were 30 prospective members present at the September meeting. In addition to this they are busy making preparations to be hostess to the Texas State Dental Assistants Association for its annual meeting in April. I would

say, DCDAA, under the leadership of Jane Odom, President, is getting "the job done" in a very admirable manner.

San Antonio Dental Assistants Association, and Panhandle District Dental Assistants Society both report programs arranged well in advance, and work being done toward study courses.

#### **Ninth District—**

With your permission, I would like to pause and descend "THE REPORTER'S PERCH" for a minute to say a plain, but so sincere, Thank You, and God Bless You, reporters from Ninth District for your response to my plea for news. Just when I am at life's lowest ebb, digging and scraping for news from every corner, you come to my rescue with Air Mail Special Deliveries, and even telegrams. Just like a shot in the arm when it is really needed.

First, the telegram: "As we go to press, the plans for the Washington State Dental Assistants Association is off to a big start with 12 clinics planned, and 1,000 cards sent out, one to each member, giving them detailed schedule of the meetings and social affairs planned. Seattle is playing hostess and is looking forward to an interesting, successful state meeting."

Areta Horsley, Publicity Chairman.

Telephone wires are buzzing, typewriters clicking, in general "things are popping in Southern California. The SCDAA are to have a convention, all on their own. A year's activity crowded into six months, but they are doing it, they are all set, ready to go with a two-day meeting beginning March 29th. We know it will be a wonderful meeting. Where there is enthusiasm as is there, things just happen. To quote Reporter Marie K. McCoy, from Los Angeles, written when she sent me news from So. California, "If you are not sure, let me tell you it is HARD work to organize two conventions so very close together, but we here in the Sunny Southland are like the U. S. Mail—come sleet, snow or rain, we come through." We agree with you on every count, Marie.

Ethel Sheppe, who began her duties as President of SSSDAA in September, 1947, dedicated her year to Education.

Jessie Brawner was installed as President of Los Angeles Association in January. Due to the growth of the LADAA in the past few years, it became necessary to outline a new plan for committee work. Jessie solved this problem by having Chairmen of Standing Committees appoint Co-Chairmen in the seven localities that comprise the association, thereby allowing more members to serve on committees. It has brought about renewed interest in the workings of the association.

I am indebted to Marie K. McCoy for the above news.

And still from California:

#### **SANTA MONICA "ROSTER"**

On December 9, 1947 we held our Christmas party, which included installation of officers, at the Windemere Hotel. It was a beautiful and impressive picture. Installation was conducted by Carol Fox with Frances Hall presiding at the Table of Friendship. The party as a whole was a huge success. Entertainment included the appearance of two renowned radio artists, and one of our own members who has wonderful musical talent.

On January 13th, at the Rose Bowl, El Segundo, a meeting was held at which time nominations of Delegates and Alternates to the Convention to be held March 29-30 in Los Angeles were submitted. Our guest speaker was Thelma Howell, who lectured on Building and Holding a Post-war Practice. She is well informed on this subject. A clinic, "X-rays of the Upper and Lower Third Molar" was given by Jean Bell Holland.

At the February meeting our guest speaker will be Dr. Willoughby Wright of Santa Monica. His subject: "Duplicating Models," and a clinic, "Use and Care of Diamond Points," by Molly McGraw.

Lucille Stark, Reporter.

The tentative program for the first three meetings of the year of the Santa Barbara Dental Assistants Association is as follows:

January—Installation of Officers.

February—Speaker, Dr. Al. Heimlich. Subject: Orthodontia.

March—Clinics, by members of our organization.

Roberta Burns, Program Chairman.

Tri-County Dental Assistants Society has programs arranged through April.

January—Guest Speaker, Mr. Risley, from the office of the Collector of Internal Revenue.

February—Guest Speaker, Dr. Henry Subject, President of the Tri-County Dental Society.

March—Guest Speaker, from the Telephone Company. Subject: Use of the Telephone.

April—Guest Speaker, Dr. Simpson, Welfare Physician for San Bernardino County.

Zonabelle Wilmuth, Program Chairman.

#### OREGON STATE DENTAL ASSISTANTS ASSOCIATION

Our Ninth District Trustee, Madge Tingley, reports a most enjoyable and interesting visit to the St. Louis, Mo., Mid-Continental D. A. A. meeting, held December 1-3. She was the guest of the Association at a delightful luncheon held at the Statler Hotel. Melva Russler, chairman of Education Committee of ADAA was the charming mistress of ceremony.

Ann Dvorak, President of Missouri State, can be proud of the progress made in the Educational program toward Certification.

The University of Oregon Dental School is giving the Dental Assistants of Oregon an opportunity to take a Post-graduate course in Radiography. Classes are held each Wednesday evening at the Dental College. The lectures consist of technique and its application.

State President Wynne Saunders and officers are diligently making plans for our state meeting to be held in Portland in February.

Harriett Hamann, OSDAA Publicity Chairman.

And AGAIN Congratulations and best wishes for future educational success to a newly organized Society—Lewiston Dental Assistants Society—Idaho.

From Gertrude Maurer, Eugene, Oregon:

"The Lane County group is very proud of its attendance this year. We are a small society, but usually have from 15 to 25 in attendance at meetings. On schedule for future programs we are to have with us Dr. A. T. Oberg, who will speak on Dental Anatomy, also a joint meeting with our Doctors. At this joint meeting there will be a Professor from the Psychology Department of the University of Oregon as the speaker.

"We are collecting articles for a rummage sale to be held in February. We are hoping the proceeds of this sale will swell our treasury considerably."

Nice going, Gertrude, with such interesting programs arranged, we understand why your attendance is high.

#### **Tenth District—**

From Mabel Hull, Cleveland, Ohio:

February 1-2 are Children's Dental Health Days in Cleveland, Ohio.



This is a picture of the girls who graduated from the Jane Adams Public School, Cleveland, Ohio, in dental assisting. While in school and during training the girls wear a cap designed by the school. Upon graduation they receive the official D. A. cap. In the picture Mabel Hull, ADAA member of Cleveland is shown trying on the cap.

They are: Seated, left to right: Margaret Smith, June Haver.

Standing: Mabel Hull, Loretta Bascowicz, Margaret Scribner, Barbara Fox.

There will be a layman's program at Cleveland Public Music Hall. Prizes will be awarded to children who have the best posters and submitted the best slogans. Many of the schools in the city participate in this, and it is most interesting.

On Monday, February 2, the professional program will be held at the Statler Hotel with limited attendance clinics, lectures, Post-graduate demonstration clinics. Four of our girls are also giving clinics at this time.

Plans are being formulated for the regular spring meeting in May.

Greetings from the Indiana Dental Assistants!

Installation of officers for 1948 was the main event of the January meeting, with plans in the making for a very interesting year ahead.

The Mid-Year meeting at Chicago will find some of our Indiana As-

sistants in attendance. Indianapolis will be the center for the Indiana State Meeting. The date, May 17-19. We are expecting a big attendance this year, and I know it will prove to be a very interesting and worthwhile meeting.

Bertha Lillevig, Indiana State Editor.

## OHIO STATE DENTAL ASSISTANTS ASSOCIATION

From Betty Fredrick, Secretary, OHSDA:

I have enclosed a letter I received from a member of the Stark County Dental Assistants Association, who was a business girl before her marriage to a Dentist, afterward becoming his assistant. She is a wonderful person to know, and deeply interested in our association.

Dear Betty: Please extend to our hostesses, the Alliance girls, my sincere regrets that I cannot attend their meeting on November 18, and my greeting to all the girls.

Even though I understand this is not to be a business meeting, I have had some ideas I want to share with you. Perhaps there will be no opportunity, at this meeting, for discussion or action, but you can be thinking about it and marshalling your arguments for or against it.

I realize also that I am not talking to the right girls about this problem—for you are the girls who DO come to the meetings and DO work for our society. The ones I would like to reach are those girls who have not become interested in or enthusiastic about the society.

There is a dignity, a quality of service, a reason for honor in our work. If we believe this, we should take pride in the work we do, and feel concern for the things we do not know and have not accomplished. And it follows that our society is one of the instruments for obtaining new information and accomplishing new things.

However, our society is helpless without us, and I mean all of us. For example, there are about eighteen dentists in our city but there are only about three or four represented in our society.

Where is the fault? First, of course, with ourselves. I know what you are going to reply to this—I've said the same things myself. "I have called that girl time after time and she always has something else to do." "They don't seem interested in belonging to the society." "I never heard of the society. What do you do that's interesting?" These are revealing questions and deserve our serious consideration. The girl who always has something else to do is the problem of her particular doctor, and we will talk about that later. The girl who isn't interested in belonging to the society is the problem of both her doctor and ourselves. We must have help from him in getting her to our meetings, and then we must convince her that we have something of interest and benefit to share with her. The girl who has never heard of the society is our responsibility alone. **WE NEED MORE PUBLICITY!**

I suggest that we, as a society, appeal to the Dental Society for help with our problems. I suggest that we point out, in a letter or a carefully prepared paper to be read at one of their meetings, the advantages accruing to them from the regular attendance of their assistants at our meetings.

MARCH - APRIL, 1948



We should ask them to urge their assistants to attend, to convince their assistants that theirs is not just a job, but a profession, and to encourage their assistants by exhibiting interest in our meetings.

I also suggest that we enlarge our publicity to the extent of providing each of our local newspapers with accounts of our meetings and the various activities in which we engage. Surely the account of a lecture on the preparation of gold inlays or the duties of a dental assistant at the chair or a discussion of business management is as worthy of news space as a report of Mrs. Whoosis' bridge party or the election of officers for a society!

I further suggest that we, as members and prospective members, come to our meetings prepared to spend the evening. The dinner hour is pleasant and provides us with the opportunity for getting acquainted with each other, for talking about the "new look" and the latest movie and the traditional Canton-Massillon game—BUT the dinner is not the purpose or goal of our meetings. Let's not make a date for after dinner, let's not plan to go on somewhere else that evening, let's do set aside those few short hours for our society.

We need to exchange views about matters affecting our profession, we need to discuss our difficult office problems and how we are meeting them, we need to think ahead to plan for the increased education and recognition of dental assistants as a profession, and we, the dental assistants, need the stimulation and refreshment that such recognition and active participation in our society can provide us. Our jobs are not glamorous nor adventurous in the accepted sense—we work hard—we are expected to have the patience of Job, the wisdom of Solomon, the ingenuity of Edison, and the sweetness of Pollyanna—therefore, we need our society and each other badly.

Let me add one more word and then I'll give your ears a rest. The word is this—don't be afraid to speak up with an opinion or a question. How can the girl next to you get to know or understand you if you remain shy and reserved? And if you are the girl next to her, don't wait for her to speak—speak first. Ask questions about what the others do in their offices—tell some of your own experiences and problems—perhaps the very thing you talk about is the thing that has been bothering another girl, and she will learn how to cope with her problem from you, and also secure encouragement from the knowledge that you have the same problem as she has. Just because you are a new girl in the society doesn't mean that you can have no voice in its affairs, or seek advice from its older members. Goodness, no—I'm a new girl and here I am blowing off like a teakettle!

Enthusiasm is a mountain-mover! Get enthused about your society and you will find that, unknowingly, you have become enthused about YOUR future, your welfare, and yourself!

With warm wishes for a happy Thanksgiving and a joyous Christmas season for you all,

Sincerely yours,

Alberta E. Reed.

This wonderful letter, written by an assistant who is comparatively new in the work, should be an inspiration to all of us. I am sure you will enjoy it as much as I did. Wish there were more Albertas!

This is all for now, but you will be hearing from me again around the first of May PROVIDED you let me hear from you by March 15th. Is it a deal?



## HELPFUL HINTS

1. Do you, the assistant, keep extra cotton rolls, cotton pliers, mouth mirrors and sponges in a container on your "side" of the chair to often conserve your dentist's time in assisting at the chair?
2. A system of balancing the total patient account records at the end of each month will catch any errors made in addition on patient records or in posting from the day sheets, and will also serve as a protection to both the assistant and the dentist that all monies received have been accounted for. The new accounts plus the old accounts, minus the amount of money received during the month equals the amount of money on books as of the last day of the month. This can be carried throughout the year, from month to month.
3. Liquid green soap will readily remove rebasing materials or Wonderpak from patients' lips and face, eliminating the danger of irritations from harsh solvents. (Cocoa butter, or vaseline should be applied to patient's lips and area around the mouth before taking these impressions or using Wonderpak).
4. A liquid sedative (Elixir of Nembutal, preferably) will give quick relief to patients suffering from gagging when taking X-rays or impressions, or annoying coughs caused by colds or cigarettes.
5. The practice of telling patients to relax—and drop their shoulders will greatly relieve gagging when taking impressions, or X-rays.
6. An old "punch-board" with paste-board glued tightly to the bottom, will make a convenient bur-block for laboratory or cabinet drawers.
7. If you do not have containers in cabinets to hold instruments in place, put a thin layer of corrugated rubber matting in the drawer. This will hold instruments in place and create less noise when opening drawers.
8. If you will cover all bottle labels with clear nail polish they will stay clean and neat looking indefinitely.
9. Chloroform used on a small cotton pledget and run against the engine belt will aid in keeping the belt clean looking, and will keep the doctor's uniform from getting soiled if touched by the belt.
10. If you have trouble with coat-hangers being constantly knocked from a costumer or hall-tree, just bend the hook on the coat-hangers into a circle and it cannot be knocked from the costumer.
11. Wooden covers for radiators can be made rather inexpensively and will enhance the looks of the operatory. These also can be utilized as shelf space.
12. Automatic fountain moisteners from the ten-cent store will be a time-saver in stamping and sealing envelopes, especially at statement time.

—Nedra Evans Fleeger.

## Sample Recall Letters

By Mary Ann Shockley

(Sample Letter)

No. 1

(Date) .

Name

Street Address

City and State

Salutation:

When you were in our office for your last prophylactic service, we accepted the responsibility of recalling you in six months. You are, no doubt, aware of the fact that that length of time has expired.

We are, therefore, reserving the enclosed appointment time for you. Will you please call our office (Hu. 4410) to confirm this appointment or to arrange another if the time is not convenient to you. We would appreciate hearing from you by (one week before appt.)

Cordially yours,

Secretary to Dr. \_\_\_\_\_

enc.

\_\_\_\_\_  
(Sample Letter).

No. 2

(Date)

Name

Street Address

City and State

Salutation:

When you were in our office for your last prophylactic service, we accepted the responsibility of recalling you in six months. You are, no doubt, aware of the fact that that length of time has long since expired.

Due to conditions which we are attempting to remedy as speedily as possible, we are far behind on our recall list; but rather than keep you "in the dark" any longer, we are setting a time in advance so that you may be assured that you have not been forgotten. The time on the enclosed appointment card has been reserved for you, and we are asking that sometime before (one week before appt.) you call our office (Hu. 4410) to confirm this appointment. If we do not hear from you by this time, we shall consider the appointment cancelled and it will be necessary for you to call to arrange another.

Your co-operation in this matter will be greatly appreciated.

Cordially yours,

Secretary to Dr. \_\_\_\_\_

enc.

\_\_\_\_\_  
(Sample Letter)

No. 3

(Date)

Name  
Street Address  
City and State

Salutation:

Our records show that you will be due in our office for a check-up in (month). Since we are booking appointments rather far in advance, and want to be sure that you are taken care of, we are reserving the enclosed appointment time for you.

Will you please call our office (Hu. 4410) sometime before (one week before appt.) to confirm this appointment or to arrange another if the time is not convenient to you.

We shall greatly appreciate your co-operation in this matter.

Cordially yours,

Secretary to Dr. \_\_\_\_\_

enc.

MARCH - APRIL, 1948

## Good Pointers on Diamond Points

To obtain the best results with diamond points there are four musts:

1. High speed when operating.
2. No pressure except when cleaning them.
3. Cleanliness.
4. Right stones in right places.

The important job for the Dental Assistant is to keep the diamond instruments in working condition.

The best method is the use of a cleaning stick which is made of rubber and carborundum dust. This will free all the pores of debris.

The only way this can be done is to insert diamond instruments in the handpiece and hold against the cleaning stick with pressure until entire surface is free from imbedded deposits.

To prolong the wear and get the most efficiency this cleaning method must be done after each diamond point is used.

Do not use wire brush because it will wear the matrix which holds the diamonds.

### A Few Added Suggestions:

Keep on operating tray a wide-necked jar filled with hydrogen peroxide to put diamond points in after use. (Do not keep diamond points in peroxide more than 24 hours.)

Two reasons for this procedure:

1. Hydrogen peroxide helps dissolve debris from diamond points.
2. The jar is a safe place to keep diamond points until you can clean them. It prevents loss by keeping diamonds in two places—jar and case.

To avoid mixing with burs on operating tray make a ball of red wax on which to place diamond points.

Although diamond instruments should not be used on amalgam or gold, if any amalgam should happen to clog diamond points use the cleaning stick at once.

### Sterilization

Diamond points can be sterilized in cold solution.

If diamond points are boiled they should be wrapped in gauze.

As presented at ADAA Convention, Boston, Massachusetts, by  
Florence Wagner  
15460 Whitcomb  
Detroit 27, Mich.

**To prevent accidents when using Phenol**, place a wad of absorbent cotton in the bottom of the bottle and put in just enough Phenol to saturate the cotton. Then if the bottle is accidentally knocked over the Phenol will not spill, but there is a sufficient amount to moisten a cotton pellet for treatments.

**To keep sprue former clean** always wipe it lightly with lubricating oil before investing wax patterns. This will make the sprue former separate from the invested casting ring more easily and at the same time will keep it smooth and clean.

## DO YOU KNOW—

- that the ADAA emblem pin has been worn by our members since 1927.
- that the colors, BLUE signifies LOYALTY, and GOLD, precious and pure in quality, is the symbol of SERVICE.
- that the pin is centered with the Book of Knowledge indicating EDUCATION and the Lamp of Learning, denoting EFFICIENCY.
- that guards may be attached to the pin which will identify your state organizations, such as "M" for Missouri, "N. Y." for New York. Also numerals, such as "48" for the year.
- that gavel or quill guards are made especially for those who have served as President or Secretary.
- that our pin is worn over the heart, or on the left side of the uniform.
- that our ADAA emblem is exquisite in its simplicity, announcing to all who observe it, our aims and purpose, EDUCATION, EFFICIENCY, LOYALTY and SERVICE.

A contest for the sale of the ADAA emblem pin starts Feb. 1st and will end Aug. 1, 1948. We hope each association will have an active pin committee who will promote the sale and use of the official pin. A prize will be awarded to the member of the pin committee representing the district having the largest number of sales in proportion to its membership. We appeal to each member to work diligently that her district may be the winner.

Let us have a slogan:

**A PIN FOR EVERY MEMBER  
IN 1948**

Order now through your State Secretary.

**MARCH-APRIL, 1948**

## Pin Committee Members—1948

Gladys Havey, 5 Glen Court, Greenwich, Conn.

Jeanne Loiselle, 613 State St., Schenectady, N. Y.

Vassie Hunt, 507 Bibb Building, Macon, Ga.

Doris Dugan, 620 Barbee Way, S. Louisville, Ky.

Marguerite Farnsworth, 1428 N. Edward, Decatur, Ill.

Grace Finnegan, 3019 Ames, Omaha, Nebr.

Wilma Duke, Young Building, Marshall, Texas.

Ida Mantell, 309 South J, Tacoma, Wash.

Helen Thomas, 2½ E. Exchange St., Akron, Ohio.

Ann M. McCabe, Chairman  
750 Main St.  
Hartford, Conn.

## In Memoriam

Mrs. Renamæ Dischman, a past president of the Kansas City Dental Assistants Society passed away January 12th, 1948.

"I will not leave you comfortless: I will come to you." John 14:18.

## ATTENTION, SECRETARIES!

Have any of your members passed away during the year whose Memoriam has not appeared in the Journal?

Let us make a conscientious effort to have all memoriams appear in the issue following the death. This is our only way of knowing WHEN and WHERE we have lost a member. I will appreciate your cooperation. THANK YOU.

Mavis Bitter, Chairman  
167 N. W. 48th Street  
Miami 37, Florida.

## EXTRA DUTIES OF A D. A.

(Continued from page 48)

Dental Assistant's Associations. Participation in these activities gives her valuable information about her work, and it also increases probable patient referrals.

All of these extra duties are not easy and there will be many days when even the sweetest-tempered assistant will scream inwardly, "Just give me a strait-jacket and let me retire to a padded cell where there are no telephones, no nervous patients, no teeth—especially no teeth." Then she will remember that her boss is far more weary than she is. An assistant must be a buffer between the patients and the dentist. She must be prepared to assume the burden and blame for any possible appointment mix-up, or for any disagreement over a statement. She must be thoughtful and ever-mindful of the dentist's welfare, sparing him in every way possible. It is her duty to guard his health, to see that he rests during spare moments, and is not bothered with minor office matters. An assistant should feel the responsibility of having a modern, inviting, efficient office because it does depend on her for smooth operation. If she desires employer respect as an office partner, she certainly should strive to take care of these extra duties. By so doing, she will increase the influx of appreciative patients, raise the office standards to maximum efficiency, and inevitably become a creditable reflection of her dental employer.

## SUPPLY—AND DEMAND

The marriage vows had been exchanged, the wedding breakfast finished. Sandy, red-faced and all aflutter, was conducting his bride out of the home of his new father-in-law. Yet, in all his embarrassment, he did not forget his native Scottish

caution. He glimpsed leaden skies and turning back, reached through the door and took hold of the umbrella hanging there.

"Na, na, Sandy," admonished the bride's father. "That's my umbrella. Dinna take that!"

"Mon, mon!" protested Sandy, amazed and hurt. "Hae ye no sense of proportion? Ye hae given me yer daughter and yet ye object to me using your wee umbrella."

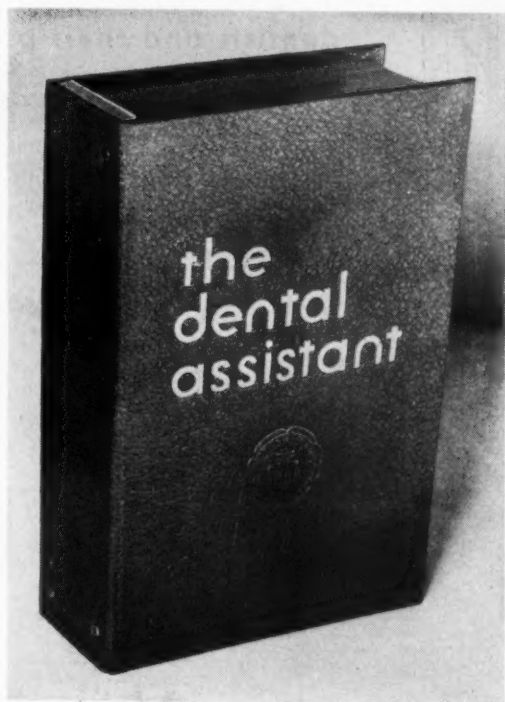
"That I do, Sandy," the old man rejoined. "Laddie, I still hae five daughters, but I hae only one umbrella!"

## 10 WAYS TO KILL AN ORGANIZATION . . .

1. Don't come to the meetings.
2. If you do come, come late.
3. If the weather doesn't suit you, don't think of coming.
4. If you do attend a meeting, find fault with the work of the officers and other members.
5. Never accept office; it is easier to criticize than to do things.
6. Nevertheless, get sore if you are not appointed on a committee; but if you are, do not attend the committee meetings.
7. If asked by the chairman to give your opinion on some important matter, tell him you have nothing to say. After the meeting tell everyone how things ought to be done.
8. Do nothing more than is absolutely necessary, but when other members roll up their sleeves and willingly, unselfishly use their ability to help matters along, howl that the association is run by a clique.
9. Hold back your dues as long as possible, or don't pay at all.
10. Don't bother about getting new members. "Let George do it."



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## HELPFUL HINTS

To remove Iodine stains from towels, uniforms, etc., rub the spots gently with a solution of X-ray developer diluted with an equal amount of water.

To dry a radiograph quickly, after it has been mixed and washed, rewash or dip the radiograph in alcohol and then blow on it with an air torch.

**Non-Chipping Grinding "Wheel"**  
—Place four separating (flat) discs,  $\frac{7}{8}$  inch in diameter, together on a screw mandrel and use as a "wheel" for grinding porcelain teeth. Fast-cutting, this "wheel" will not chip the porcelain as ordinary wheel stones often do.

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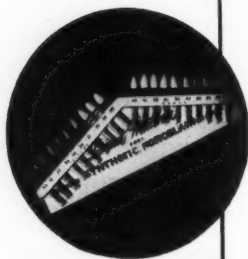
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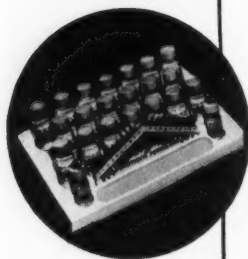
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### The New SYNTHETIC PORCELAIN Shade Guide

Made of crystal-clear plastic, this new guide provides a view of the full range of Synthetic Porcelain colors . . . at a glance. Identifying numbers are printed along the top edge only. No turning, no twisting, no chance of dropping teeth.



### The New VISIBLE-ANGLE TRAY

Holds powders, liquids, shade guide, instruments . . . all sili-cate supplies together, in minimum space. In addition, each bottle is canted at correct angle for easy identification, in the drawer or on the cabinet. Shade labels are easily visible, without stooping or squinting, without removing bottles from tray.

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The "20 naturals" in this Synthetic Porcelain Direct Matcher Package match any and every tooth color, without mixing or blending.

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2 F.P. Liquids  
New Visible-Angle Tray  
New Shade Guide

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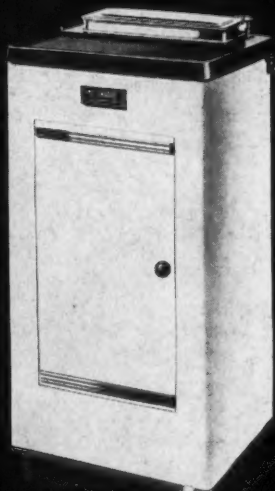
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